

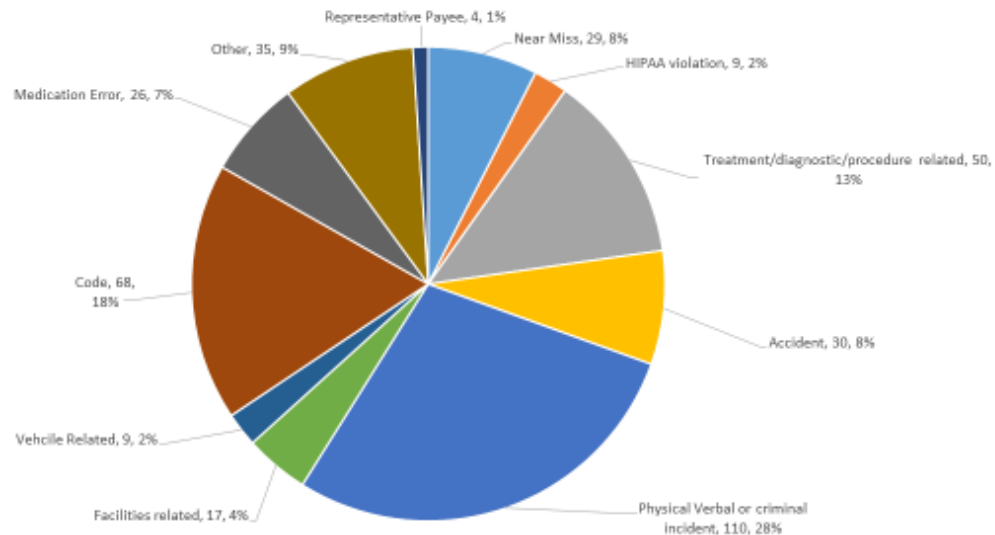
Safety Committee Meeting Minutes 1/15/20

Present: Celena Hoey, Paul Beeker, Devante Blount, Keith Moore, Sarah Gilman, Kim Riopelle, Makeda Johnson, LaVeda Bacetti, Tonii Gedin, Eva Hendrix, Parita Patel, and Margaret Flanagan

Agenda

1. **Incident Reporting Data Review:** Provided overview of 2019 incident reporting data.
 - a. Discussed the trends in 2019 including an increase in reporting of treatment/diagnostic/procedure related incidents, medication errors, and near misses. This increase is due largely to performance improvement efforts.
 - b. Continued to see high number of physical/verbal/criminal incidents demonstrating a continued need to focus on safety initiatives. The vast majority of incidents occur only 1-2 times per client. However, there is a small group with more frequent incidents. In addition, we have seen an increase in recent months if incidents from unknown clients to the agency. This is especially difficult with the current slow police response.

Type of incident (2019)



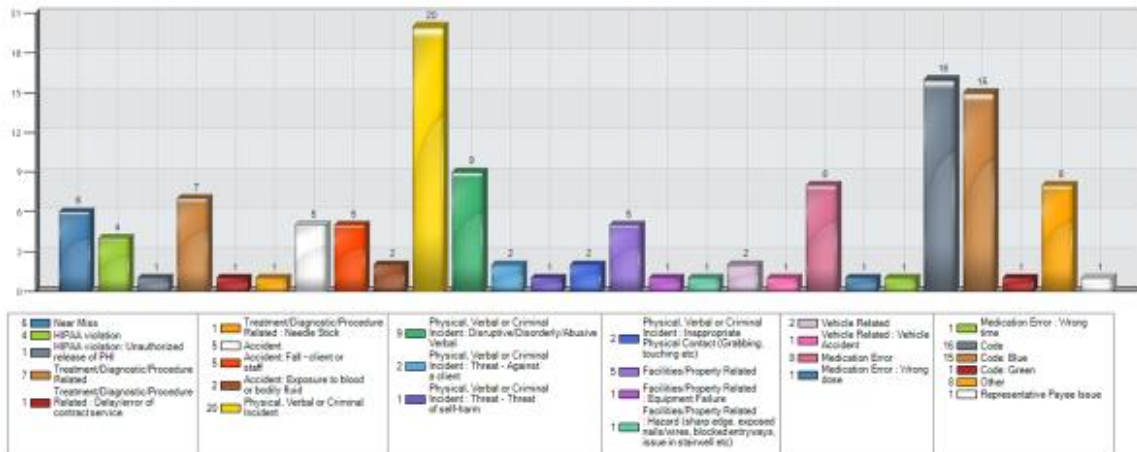
Physical, Verbal, Criminal Incident in 2019

	Number of Incidents	Number of clients
	1	48
	2	12
	3-4	5
	5-6	2
	*13	13
Total	115	80

*13 incidents for unknown or unidentified clients

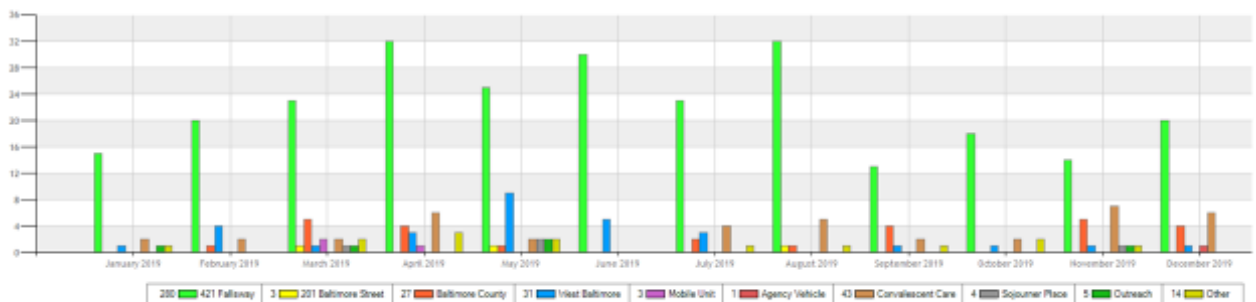
- c. Reviewed 4th quarter incident data that mirrored the proportion reported throughout the year

4th Quarter data



- d. Reviewed incidents by site for all of 2019 including an increase in incidents for Baltimore County, and the highest number of incidents for Fallsview. Fallsview has a higher proportion of physical/verbal/criminal incidents. Also noted the high number of incidents on home visits and on outreach, which will be future topics of discussion for safety committee.

Incidents by Site (2019)



2. CAP follow-ups and debrief

- Previous Safety Committee meetings discussed the need to revisit the CAP process to ensure timely addressing review of the case, objective review and decision for the suspension, and appropriate representation at the committee meeting.
- The CAP committee was going to pilot using 'levels' to identify suspension criterion based on the severity of the infraction.
- This method was piloted for two CAP meetings; however, the process was difficult to use as both required case-by-case responses to engaging clients. The decision was made to continue to use this as a guide, but allow the CAP committee to continue to make nimble decisions.
- It was also discussed that the relationship with the police is challenging once again.

- e. **Follow-ups: Finalize Procedure by February 28, 2020 and provide to the safety committee to review. Discuss with Kevin/Gary difficulties with Police.**
- 3. **Safety Committee 2020 planning:** Safety committee asked to respond to four questions
 - a. ***What topics would you like covered at Safety Committee this year?***
 - i. Extending security time in order to account for clients being in the building later
 - ii. IT disaster recovery plan
 - iii. Review and development of safety policies
 - iv. Improving police and community relationships
 - v. Front porch/client safety; outreach/client safety
 - vi. CAP
 - vii. Cleanliness of building and broader environment of care
 - viii. Vehicle safety
 - ix. Pharmacy relationship
 - x. Police relationship
 - xi. Staff safety near sharps with volatile clients
 - b. ***What is one way we can improve Safety Committee this year?***
 - i. Ensure a Chief is at every meeting
 - ii. Resolve issues that arise more effectively
 - iii. Discuss improving safety beyond incident reporting
 - iv. Simulation exercises
 - v. Send agenda ahead of time
 - vi. Get input from all departments
 - c. ***Who else should be coming to Safety Committee?***
 - i. Frontline staff
 - ii. Pediatric staff
 - iii. Medical
 - iv. Clients
 - v. HR
 - d. ***How can we better engage clients in Safety Committee?***
 - i. Report out to client meetings
 - ii. Survey
 - iii. Be involved in safety initiatives
 - iv. Representatives attend
 - v. Town hall type meeting
- 4. **EOC discussion**
 - a. ***Safety and Security:*** active shooter drills upcoming: three times in upcoming four months, with the first one 1/23/2020. SC members have been prioritized for the first training
 - b. ***Emergency Management:*** Using the HVA completed in December of 2019 to prioritize drills for 2020. These include: bomb threat, child abduction, and utility outage.
 - c. No updates for med equipment, hazmat, utility or fire

Next meeting: February 19th, 2020